

**DODGE COUNTY HEALTH FACILITIES COMMITTEE MEETING
CLEARVIEW, 198 COUNTY DF, IN THE CHAPEL
JUNEAU, WI 53039**

August 2, 2017

MINUTES

1. **CALL TO ORDER:** Meeting was called to order by Chairman Bischoff at 7:45 a.m. with the following members present:

2. **ROLL CALL:**

Larry Bischoff
Lisa Derr
Jeff Duchac
Dan Hilbert
Tom Schaefer

ALSO PRESENT: Jane E. Hooper, Clearview Administrator; Bill Wiley, Director of Finance; Ann Schulz, Director of Nursing; Jackie Kuhl, Brain Injury Center Unit Coordinator; Lori Kurutz, Director of Support Services; Jim Hill, Director of Environmental Services; Heather Hearley, Director of Dietary; Heather Ninmann, IID Household Specialist; Jessica Streat, Assisted Living Supervisor; Sarah Hinze, Dodge County Director of Human Services; Megan Tobian, Human Resource Specialist; and Jill Soldner, Administrative Secretary.

3. **APPROVAL OF MINUTES OF JULY 5, 2017 MEETING:** Motion made by Duchac to approve the July 5, 2017 Minutes, as amended; seconded by Hilbert. Motion carried.
4. **APPROVAL DEVIATING FROM THE AGENDA:** Motion made by Hilbert to deviate from the Agenda if required; seconded by Schaefer. Motion carried.
5. **PUBLIC COMMENT:** None to report.
6. **COMMITTEE MEMBER REPORTS:** None to report.
7. **INVOLUNTARY DISCHARGES:** One to report.
8. **CENSUS REPORTS:**

CBIC:	26 of 30, with 1 admission next week
Clearview:	123 of 140, with 2 anticipated admissions this week
Clearview Behavioral Health 1/2:	20 of 20, with 8-9 on a waiting list
ICF-IID (formerly FDD):	43 of 46, with 1 in the hospital and 2 potential admits
Trailview	4 of 4
Clearview Community Group Home:	4 of 4
Northview Heights (CBRF):	18 of 20, with 1 anticipated respite tomorrow (through the weekend), with 2 possible admits this month

9. **ADMINISTRATOR'S REPORT:**

- **Update: Siding Project ~ Jim Hill:** Jim Hill contacted Chris Waldron of Boldt regarding a quote for just the skylight siding repair. Boldt submitted a proposal to replace the Certainteed fiber cement board, at a total cost of \$38,843. Schaefer updated the Committee that Certainteed is no longer available and that they now use HardiePlank® products. Hill has placed a call to Waldron for more information regarding the availability of the Certainteed product and an update will be provided to the Health Facilities Committee to review before a meeting scheduled for **Tuesday, August 15, 2017, at 6:15 p.m. in Room 4C of the Dodge County Administration Building, 127 East Oak Street, Juneau**; the meeting will be held to consider, discuss, and take potential action on the skylight siding replacement.
- **Update: Assistant Administrator Recruitment:** Hooper reported that twenty-four (24) applications were submitted for the Assistant Administrator position. The candidates are being narrowed down; only one (1) of which has their nursing home administrator license. Additional screening will be conducted to find out the applicants' goals and timeframe for obtaining their administrator's licenses. Updates will be given as they occur.
- **Administrator Position Title Change:** Hooper and Sarah Hinze updated the Committee of the process for a title change to the Administrator position, that being "Administrator / Executive Director." It was the consensus of the Committee to make this change as Committee action is not needed; a Job Description Questionnaire ("JDQ") is not required.
- **Consider, Discuss, and Take Potential Action on Nurse Practitioner Position – 2018 ~ Resolution:** A Resolution was reviewed by the Committee to create a new, part-time, benefited position of Psychiatric Nurse Practitioner, effective January 1, 2018. Motion by Schaefer to approve the Resolution as drafted; seconded by Duchac. Motion carried.
- **Update: Wage Scale Information ~ Sarah Hinze, Ann Schulz, Heather Hearley, and Megan Tobian:** Hinze, Schulz, Hearley, and Tobian described how the wage scale change will impact operations, effective late 2017 or early 2018:
 - **Nursing Staff:** Schulz discussed the Carlson Dettmann study in relation to nursing positions and also positions currently on the miscellaneous scale. Also discussed was the title change previously known as "nurse aide helpers," to "hospitality service aides."
 - **Dietary Students:** Hearley discussed the dietary students, who work 4 to 7 p.m. and on weekends, usually more hours in the summer. There has not been a pay increase for two years; there will be an increase in 2018.
- **Update: Veterans Administration:** The Solicitation / Contract / Order for Commercial Items was submitted to Great Lakes Acquisition Center / Department of Veterans Affairs, on July 17, 2017. A field assessment needs to be completed this month, with the anticipation of being contracted by September 1, 2017.
- **Update: Psychiatrist:** Clearview and Cary J. Kohlenberg, M.D., from Independent Psychiatric Consultants, entered into a Psychiatric Services Purchase Agreement, on

July 15, 2017. A Business Associate Agreement has been entered into between Clearview and Forefront TeleCare, Inc., a software for Dr. Kohlenberg to perform video / teleconferences. This was done to fill the gap/vacancy in psychiatric services until the Psychiatric Nurse Practitioner position is complete following retirement of the current psychiatrist.

- **Updated: Restricted Bed Status:** A letter was sent to David Varana, from the Bureau of Financial Management / Division of Long Term Care, of the Department of Health Services, on July 14, 2017. The letter requested an extension of the restricted use option for the original 27 beds effective July 31, 2012; 17 beds currently remain restricted, losing three (3) beds per year.
- **Update: Clearview Behavioral Health III Application:** The Application to create Clearview Behavioral Health III, for a license for a ten- (10) bed state-only nursing facility, was submitted to the Wisconsin Department of Health Services / Division of Quality Assurance, on July 20, 2017. A letter was submitted on July 27, 2017, to the Department of Health Services, to remove ten (10) beds from nursing home License #2380, Marsh Country Health Alliance, d/b/a Clearview, reducing the beds from 140 to 130. A plan has been submitted to the Wisconsin Department of Quality Assurance to change a double acting door to a single acting door by adding a steel door stop, a door closer, and a lock. It is anticipated the Clearview Behavioral Health III license will be in effect in September 2017.
- **Update: MatrixCare Contract/Project:** The MatrixCare Master License and Services Agreement, as well as a check in the amount of \$9,752.00, for the first and last month's subscription fee and contract execution fee of 10%, was submitted to MatrixCare, Inc. on July 27, 2017. Notice of Termination of Agreement letters were sent to Ability, America Data, and Meal Metrics Inc., effective as of January 1, 2018. The go-live date for MatrixCare is scheduled for January 1, 2018.
- **Update: Optum/United Healthcare:** Facility Credentialing and Recredentialing Applications were submitted to Optum / United Healthcare on July 21, 2017, for Clearview and for Clearview Brain Injury Center. Hooper and Wiley met with Optum's marketing staff on August 1. Optum's goal is to start with the assisted living and nursing home populations, on Medicare Advantage plans, and to keep long-term residents out of the hospital based on the in-house nurse practitioner's suggestion. The earliest possible start would be January 1, 2018.
- **Update: Hillside Hospice:** Hooper reported that Hillside Hospice has reviewed and returned the contract for her review with additional changes. Hospice services would initially start with assisted living.
- **Update: iCare:** Eight (8) Organizational Provider Applications, one for each license, were submitted to iCare (a Managed Care Organization) on June 29, 2017; the applications will be reviewed within the next 60 to 90 days. iCare has decided to not contract with Clearview.
- **Washington County:** Hooper reported that Washington County Executive, Paul Farrow, and County Administrator, Joshua Schoemann, have invited Dodge, Fond du Lac, Ozaukee, and Waukesha Counties, to merge services and consolidate departments. This

partnership would increase services to residents while saving valuable taxpayer dollars. A discussion followed on services Clearview already works together on with Washington County.

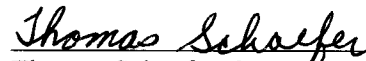
- **Update: Mega Rule Suspension:** The Mega Rule's original Phase 2 release date was scheduled for November 27, 2017, but has been suspended for an additional year, until November 28, 2018.
- **Dodge County Fair:** Clearview will have staff manning a booth at the Dodge County Fair from August 16 to 20, 2017. Many residents from Clearview will be attending the fair, funded by the Friends of Clearview.
- **Friends of Clearview Brat Fry:** The Friends of Clearview held their brat fry at Recheck's in Beaver Dam on Saturday, July 29. Net profits from the brat fry totaled \$603.33.

FINANCE REPORT ~ BILL WILEY, DIRECTOR OF FINANCE:

- **Medicaid Audit:** Wiley notified the Committee that the Medicaid auditor was onsite on Friday, July 14. The review occurred with additional information provided to the auditor as requested. Wiley mentioned to the auditor that a 2016 health insurance expense adjustment was done by the county auditors. As a result, a revised Schedule 28 of both Medicaid cost reports were submitted.
 - **2017 Financial Update:** Wiley provided the Committee with an update of the 2017 budget through June 30, 2017. He stated that revenues and expenses were down. Several areas where expenses are higher than budget are: worker's comp, health insurance, and over-the-counter medications.
10. **NEXT MEETING DATES:** *Tuesday, August 15, 2017, at 6:15 p.m.*, in Room 4C of the Dodge County Administration Building, 127 East Oak Street, Juneau, Wisconsin, and *Wednesday, September 6, 2017, at 7:45 a.m.*, in the Chapel at Clearview, 198 County DF, Juneau, Wisconsin.
11. **ADJOURN:** There being no further business to come before the Committee, Motion by Hilbert, to adjourn; seconded by Duchac. Meeting adjourned at 10:01 a.m.

Dated this 6th day of September, 2017.

Respectfully submitted,


Thomas Schaefer, Secretary